

**SENATE COMMITTEE SECRETARY  
Unclassified Open Competitive**

***THIS RECRUITMENT WILL BE USED TO FILL SESSION-ONLY,  
FULL-TIME VACANCIES IN THE***

**NEVADA STATE SENATE  
CARSON CITY, NEVADA**

**BEGINNING SALARY RANGE:**

Daily Rate: \$105.33 - \$118.20  
Hourly Rate: \$13.17 - \$14.78

During the Legislative Session, beginning February 5, 2007, and ending June 4, 2007, Senate session staff is paid a daily rate seven days per week. Prior to session convening and after session has ended, staff is paid at an hourly rate for actual hours worked.

The Daily-Rate Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified applicants.  
EOE/ADA/AA

**APPLICATIONS WILL BE ACCEPTED PRIOR TO:** October 6, 2006

**INTERVIEWS:** To be conducted during the months of September and October, 2006, for successful applicants.

**THE POSITION:** A committee secretary covers assigned committee meetings. Responsibilities include: maintain strict confidentiality; record and take detailed notes of meeting; set up the meeting room; transcribe and finalize meeting minutes; interact with Legislators, coworkers, Legislative Counsel Bureau staff, lobbyists and the public. Experience in writing reports, Microsoft Word and Windows XP is helpful. For a more detailed web description, see: [www.leg.state.nv.us/openings](http://www.leg.state.nv.us/openings)

**TO QUALIFY:** Applicants must have a High School Diploma or the equivalent and experience which demonstrates the necessary skills and ability to perform the job. The following information is required:

1. Cover Letter
2. State of Nevada Employment Application Form, NPD-1  
See: <http://dop.nv.gov/empapp.html>
3. Résumé
4. Supplemental Questionnaire for Senate Attachés  
See: [www.leg.state.nv.us/openings/Senate/supapp.pdf](http://www.leg.state.nv.us/openings/Senate/supapp.pdf)

***Applications will not be considered complete until all requested information has been submitted to the Senate Office prior to October 6, 2006.***

**SUBMIT INFORMATION TO:**

Claire J. Clift  
Secretary of the Senate  
401 South Carson Street  
Carson City, Nevada 89701-4747

For further information, call (775) 684-1400

